

*Equipment & Supplies*

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are requested by September 12, 1955. If  
:reply is not received by that date, your  
:concurrence will be assumed.

GENERAL SERVICES ADMINISTRATION  
Washington 25, D. C.

TRANSMITTAL LETTER NO.

*005*

*8*

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION  
TITLE 1, PERSONAL PROPERTY MANAGEMENT

To: Heads of Federal Agencies

1. Material Transmitted

Transmitted herewith are revised section 309.00, Chapter II; revised subsection 204.01, new subsection 204.07, and revised subsections 301.05, 302.02, 303.03, 303.05, and 303.06, Chapter III; revised Exhibit 7a, Appendix A; new Exhibit 23, Appendix C; and revised pages 4 and 6 of the Table of Contents, Title 1, Personal Property Management, Regulations of the General Services Administration.

2. Nature of Revisions and Additions

Chapter II

Section 309.00 is revised to require the referral to the General Services Administration of purchase orders for the rental of typewriters for a period of more than 30 calendar days.

Chapter III

Subsection 204.01 is revised to clarify the responsibility of executive agencies with respect to use standards for personal property.

Subsection 204.07 is a new subsection which prescribes use standards for portable computing machines.

Subsection 301.05 is revised to include a statement that formal circularization of listings of property not required to be reported is not authorized.

Subsection 302.02 is revised as follows:

Paragraph a.1. excepts from reporting excess items having an acquisition cost up to \$300 with the exception of office furniture, and certain listed categories of property having an acquisition cost of \$100 or more.

Paragraph a.2. excludes property in Condition Code N-4 from the classes of excess property that are not to be reported.

*Subject*

Paragraph a.6. refers to the United States Munitions List of the Secretary of State rather than to the proclamation issued under the Neutrality Act of 1939, as amended. This list is published in 22 CFR, 1955 Supp., 75.0 and 75.2; consequently, Exhibits 1 and 1a, Appendix C of this Title, which contain similar lists, should be removed.

Paragraph a.13. is deleted. This paragraph excepted the reporting of excess property that was transferred under the provisions of GSA Reg. 1-III-303.06, which also is revised.

Paragraphs a.14. through a.38. are renumbered a.13. through a.37., respectively.

Subsection 303.03 is revised to include in Fair Value Code C, property reported to be in N-4 condition.

Subsection 303.05b. is revised to require that the acquisition cost also be shown on purchase orders for the transfer of excess property.

Subsection 303.06 is revised to authorize the direct transfer of that property not required to be reported and to provide that a copy of the transfer document for such property be submitted to the General Services Administration. This revision revokes the authority to make direct transfers of property required to be reported by section 302.00.

#### Appendix A

Exhibit 7a is revised to clarify instructions concerning the preparation of amendments and withdrawals.

### 3. Effective Date

These revisions shall become effective

EDMUND F. MANSURE  
Administrator

Attachments

SECTION 309.00 PURCHASE OR RENTAL OF TYPEWRITERS

309.01 General. This section prescribes policies and methods governing the purchase or rental of typewriters by executive agencies for use within the continental United States. It does not apply to typewriters purchased by the Veterans Administration to be used for the rehabilitation of blinded veterans.

309.02 Purchase of Typewriters. Executive agencies shall purchase typewriters in accordance with this subsection only after compliance with the provisions for the utilization and replacement of Government-owned personal property contained in Part 2, Chapter III, of this Title.

National Federal Supply Schedule contracts are available for the purchase of typewriters.

a. Submission of Orders.

1. Requests for purchase of manually operated typewriters, whether for replacement purposes or otherwise, shall be submitted by purchase orders, in duplicate, to the appropriate regional office of the Administration. These purchase orders shall not include any other commodity.
2. Purchase orders for electrically operated typewriters (including varitypers, flexowriters, and jostowriters) need not be submitted to the Administration prior to purchase; however, prior authorization must be obtained from the Joint Committee on Printing for all machines to be used for printing as defined in the Government Printing and Binding Regulations of the Joint Committee on Printing.

b. Processing of Orders. The Administration will furnish suitable typewriters, when available, from excess stocks priced in accordance with the current "Excess Typewriter Fair Value List" issued by the Administration. Reasonable substitutions in filling purchase orders may be made.

When the Administration does not furnish machines from its stock of excess typewriters, the purchase order will be returned to the agency with a Certificate of Unavailability. The following notification shall be placed on each purchase order submitted to a contractor for typewriters covered by the received Certificate of Unavailability:  
"This order is covered by General Services Administration Certificate of Unavailability No. TC \_\_\_\_."

309.03 Rental of Typewriters. Purchase orders for the rental of manually or electrically operated typewriters for periods longer than 30 calendar days shall be submitted, in duplicate, to the appropriate regional office of the Administration. The Administration, taking into consideration

transportation and other factors, will furnish, when available from excess stocks, typewriters desired for a temporary period, either by transfer or on a rental basis, whichever is more economical. Reasonable substitutions in filling purchase orders may be made. When the Administration does not arrange for the transfer or rental of machines from excess stocks, the purchase order will be returned to the agency with a Certificate of Unavailability.

309.04 Cost-type Contractors.

- a. Federal agencies in certain cases authorize commercial concerns in connection with cost-type contracts to purchase typewriters for the account of the Government. Purchase orders submitted or placed by such concerns in these instances are Government purchase orders and are entitled to the Government price.
- b. Federal agencies shall instruct cost-type contractors to submit purchase orders in accordance with subsection 309.02 above. Each purchase order shall:
  1. Be signed by an official of the concern having authority to do so and must cite or attach the authority delegated by the Federal agency;
  2. State that it is issued for the account of the Federal agency, in furtherance of the contract with that agency;
  3. State that, in the event of any inconsistency between the terms and conditions of the purchase order submitted and those of the applicable Federal Supply Schedule contract or other Government term contract, the Government contract terms and conditions will govern.
- c. In the event that manually operated typewriters cannot be supplied from Administration excess stocks, cost-type contractors are authorized to place purchase orders with Federal Supply Schedule contractors, accompanied by or citing the applicable Certificate of Unavailability. The Administration will inform cost-type contractors, upon request, of such Federal Supply Schedule contractors.

## SECTION 204.00 USE STANDARDS

204.01 General. This section prescribes minimum use standards for certain Government-owned personal property which shall be applied by all executive agencies. Agencies should establish additional criteria above these minimum standards whenever necessary to provide for special internal operations.

Additional use standards should be established by all executive agencies for other Government-owned property under their control whenever use standards will effect economy and efficiency in the use of such property.

All items of property determined to be excess to the needs of an agency as a result of the application of use standards shall be promptly reported in accordance with section 302.00 of this Chapter.

### 204.02 Office Furniture, Furnishings, and Equipment.

- a. Each executive agency shall establish criteria for the use of office furniture, furnishings, and equipment. Such criteria shall be limited to the minimum requirements as established by the agency head for authorized functions and programs which will, beyond a reasonable doubt, be in operation within the following six months.
- b. In developing such criteria, a distinction shall be made between the requirements of organizational elements concerned with purely administrative functions, and those of a technical, scientific, or specialized nature.
- c. Items of office equipment used only occasionally should be pooled within an agency and made available to activities of the agency when and as necessary.

204.03 Executive Type Office Furniture and Furnishings. The use of executive type office desks, tables, telephone stands and cabinets, wardrobes, fully upholstered leather chairs and davenports, and executive type office lamps, smoking stands, desk trays, receptacles, and similar furnishings, including rugs (for aid in the identification of executive type office furniture and furnishings reference may be made to the series of Federal Supply Schedules designated "Special Furnishings, Executive Type"), shall be limited to personnel in the following categories:

- a. Grade GS-15, and above; and
- b. Chiefs of bureaus or other major organizational elements corresponding to the bureau level. For the purpose of this subsection, the term "bureau" is used in conformity with the following standardized structure for executive departments and agencies recommended in Senate Report No. 243, 80th Congress, June 6, 1947: bureau, division, branch, section, and unit.

In cases where executive furniture actually in use cannot be replaced by other types within an agency, or in other special circumstances, exceptions to this limitation on the use of executive furniture and furnishings may be granted under criteria established by the head of the agency.

204.04 Filing Cabinets. Executive agencies shall make every effort to effect maximum use of filing cabinets and to limit the purchase of new equipment. Filing cabinets should be replaced only in accordance with the standards in subsection 203.04 of this Part. Purchase of filing cabinets shall be in accordance with GSA Reg. 1-II-302.07.

Maximum utilization of equipment should be obtained by:

- a. Disposing of all records that have been authorized for disposition by the Congress or, where such authorization has not been obtained, through the preparation and obtaining of authorized disposal schedules with the assistance of the Records Management Service, General Services Administration (National Archives and Records Service for departmental offices and agencies in Washington, D. C.).
- b. Removing office supplies, publications, and other nonrecord material from filing cabinets to more suitable storage equipment except where the quantity of such material is small (as a rule, less than half a cabinet).
- c. Transferring to Federal Records Centers or approved agency records centers, to the extent that facilities are made available, inactive records not needed in daily business but not yet ready for disposal, when filing equipment can be released by such action.
- d. Shifting less active files, not transferable to approved records centers, to wood cabinets or transfer cases when available, using steel filing cabinets only when files are constantly used.
- e. Ordering filing cabinets with locks only when required by special needs that cannot be satisfied less expensively.
- f. Using letter-size filing cabinets instead of legal-size whenever possible.
- g. Ordering 5-drawer filing cabinets in lieu of 4-drawer cabinets.

204.05 Gasoline for Use in Motor Vehicles.

- a. Each agency shall, except as provided in paragraph b. below, use regular grade gasoline in the operation of its motor vehicles, the majority of which have engines designed to render unimpaired performance with use of regular grade gasoline.

- b. The use of premium grade gasoline shall be restricted to:
1. Vehicles whose engines are specifically designed for and require a higher octane fuel than regular grade gasolines (manufacturers' printed specifications or operating instructions shall be the determining factor for such use);
  2. Unusual operating conditions, such as a vehicle passing from a zone of very high altitude to one of very low altitude in the course of routine operation, or in operation requiring high torque at low speed and elevated air temperature;
  3. Special services where accelerated pickup or sustained speed is required, such as law enforcement, fire fighting, and emergency vehicles; and
  4. Specific situations where regular grade gasoline is unobtainable.

204.06 Electric Typewriters.

- a. Each agency shall restrict the use of each electric typewriter to a typing station, which is an assigned post filled by an experienced operator for the purpose of preparing typewritten material, where one or more of the following standards are met:
1. The typing time averages four hours or more of routine typing per machine daily.
  2. The typing time averages two hours or more per machine daily in the preparation of one or more of the following:
    - (a) Forms requiring an original and 5 or more carbons, or correspondence requiring an original and 7 or more carbons.
    - (b) Reproduction copy, such as photo masters and stencils.
    - (c) Statistics and reports requiring decimal tabulation.
  3. The machine is used in the preparation of copy for printing. The assignment of proportional spacing machines shall be limited to this use, unless otherwise specifically justified under paragraph b. below.
  4. The machine is used by the physically handicapped.
- b. Exceptions to the above criteria may be granted upon written justification approved by the head of the agency or his authorized representative and made a part of the purchase file.

204.07 Portable Computing Machines. Standards for the use of portable computing machines shall be established by each agency, using as a base the minimum standards prescribed in this subsection.

Portable computing machines include adding machines, calculators, and comptometers, manually or electrically operated, listing or nonlisting, but do not include posting or accounting machines.

a. When the need for a machine has been determined, the following standards shall be used in determining the type of machine to be acquired:

1. Manual machines should be used where electric current is not conveniently available or portability is required, where reasonable protection is desired against emergency shutdown (for example, in the event of continued power failures or civil defense dispersal), or where limited requirement does not warrant electric machines.

Electric machines should be used in all other instances.

2. Listing machines should be used where it is definitely determined that a printed result is necessary to the operation.
3. Calculators or comptometers shall be used where the operation to be performed contains a volume of work which is impractical of accomplishment by the use of slide rules, computation tables, or adding and subtracting machines.

Features required in a machine for a particular operation should be determined in advance and makes and models of machines having such features should be charted and evaluated. See sample chart for adding machines in Exhibit 23, Appendix C, which may be adapted for use in evaluating other office machines.



- c. Acceptance of Excess Property. Acceptance of excess property shall be required unless the using agency submits a full and convincing written justification that such transfers or substitutions would result in serious hardship or impairment of its operations programs.

301.02 Suspension of Procurement. Executive agencies shall, as directed by the Administrator, suspend the initiation of new procurement of items when excess property of the same type, or of a type which can be substituted or adapted, is available for transfer.

301.03 Retention of Custody. The Administration may direct the holding agency to retain custody of excess property, or order custody of whole or part transferred to other executive agencies, with their consent.

301.04 Property Covered by Other Regulations. The following categories of property are covered by other regulations and, therefore, this Part shall apply to them only to the extent not precluded by the provisions of such regulations:

- a. Strategic and critical materials. (Governed by Emergency Procurement Regulation No. 1, dated August 14, 1951, as supplemented.)
- b. Excess related personal property and excess airport property. (Governed by Title 2, Real Property Management, Regulations of the General Services Administration.)

301.05 Property Not Required to be Reported. Executive agencies having property not required to be reported by this Part shall, to the fullest extent practicable or economical, solicit Federal agencies known to use or distribute such property and arrange for transfers in accordance with subsection 303.06 of this Part. Formal circularization of listings of this type property is not authorized.

301.06 Legislative and Judicial Federal Agencies. Federal agencies in the legislative and judicial branches are encouraged to report and transfer excess property and fill requirements from excess property of other Federal agencies, in accordance with the provisions of this Chapter. In reporting property as excess, each Federal agency shall comply with the provisions of this Chapter.

301.07 Assistance in Major Disaster Relief. Excess property shall, in accordance with the directions of the Federal Civil Defense Administrator or of any officer in his agency designated by him, be utilized in behalf of, or loaned to, and excess medicines, food, and other consumable supplies may be distributed to, States and local governments, with or without compensation therefor, pursuant to Public Law 875, 81st Congress (64 Stat. 1109), as amended (42 U.S.C. 1855 et. seq.), and Executive Order 10427, January 16, 1953, to provide assistance to such States and local governments in alleviating suffering and damage resulting from major disasters.

## SECTION 302.00 REPORTING EXCESS PROPERTY

302.01 Reporting Requirements.

- a. Reporting. Excess property shall be reported promptly as provided in this section, subject to exceptions and modifications set forth in subsections 302.02 and 302.03 below.
- b. Form and Distribution of Reports. Reports of excess property shall be made on Standard Form 120, Report of Excess Personal Property, and Standard Form 120a, Continuation Sheet (Exhibits 7 and 8, Appendix A), in accordance with the instructions in Exhibit 7a, Appendix A. Reports to the Administration shall be submitted in three copies to the appropriate Administration regional office for the region in which the property is located. (See Exhibit 2, Appendix C.)
- c. Typewriters. Typewriters shall not be included on a Standard Form 120 with any other personal property and the following additional descriptive information shall be provided: make, model, type (standard, silent, noiseless, portable, or electric), carriage width, type face, and serial number.
- d. Excess Personal Property on or Within Excess Real Property. Excess related personal property shall be reported to the Administration in accordance with GSA Reg. 2-IV-201.00. Excess personal property, other than related personal property, located on or within excess real property, shall be governed by this Part. The fact of location on excess real property shall be noted on the report.
- e. Property at Installations Due to be Discontinued. Executive agencies that have installations which are due to be discontinued, closed, or abandoned and at which there will be excess property shall, unless inadvisable in the interest of national security, give advance notice of such situations as early as possible by letter to the appropriate Administration regional office. In such cases, agencies shall state that the installation is to be discontinued, the scheduled date for the removal of personnel from the location, and the last date when the property will be needed. As soon as possible after filing the advance notice, the excess shall be reported in accordance with this section.

302.02 Exceptions.

- a. Unless otherwise directed by the Administration, the following excess property shall not be reported:
  1. All property having an acquisition cost of less than \$300 per line item except:
    - (a) Office furniture under Federal Supply Classification Group 71 which, regardless of acquisition cost shall be reported; and

- (b) Property having an acquisition cost of \$100 or more per line item in the following Federal Supply Classification Groups which shall be reported:

<u>FSC Groups</u>	<u>Items</u>
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives
56	Construction and Building Materials
67	Photographic Equipment
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Service Equipment
74	Office Machines
75	Office Supplies
78	Recreational and Athletic Equipment
79	Cleaning Equipment and Supplies
80	Brushes, Paints, Scales, and Adhesives
84	Clothing and Individual Equipment

2. All property in Condition Codes E-4, O-4, R-3, and R-4, except office furniture which shall be reported;
3. Perishables;
4. Property dangerous to public health and safety;
5. Scrap and salvage, provided that the property is strictly in accordance with the definitions for scrap or salvage;
6. Arms, ammunition, and implements of war in the custody of the Department of Defense as currently listed in the United States Munitions List of the Secretary of State, 22 CFR, 1955 Supp., 75.0, and in the supplemental designation by the Secretary of State, 22 CFR, 1955 Supp., 75.2, of components, parts, accessories, attachments, and related items. However, the following property, despite its inclusion in the United States Munitions List and/or in the supplemental designation of the Department of State, when determined excess, shall be reported:

- (a) Store ships; ice breakers; surveying ships; transports; salvage vessels; naval lighters; naval barges; naval dredges; labor transportation barracks ships; Coast Guard cutters; patrol crafts; cargo ships; lightships; tugs; radio ships; special vessels; auxiliary vessels; Transportation Corps tugs-100 ft; Transportation Corps tugs-65 ft; T-boats; barges; cranes, floating; and repair ships, floating, unless such vessels are of 1500 gross tons or more. (From Category IX)

- (b) Commercial electrical equipment and supplies; photographic equipment and supplies; fuel oil handling equipment; special clothing and personal equipment; shop and warehouse machinery, tools, and equipment, including materials handling vehicles, and parts for such vehicles and equipment; paulins; cordage; leather and fabric; and general-purpose hardware; unless items in these categories are excepted from reporting by virtue of age or condition pursuant to other subparagraphs of this subsection 302.02. (From Category X)
  - (c) Radio communications equipment, including that bearing military designations; and parachutes for personnel, cargo, and deceleration purposes. (From Category XI(a) and XI(e))
7. Vessels of 1,500 gross tons or more;
  8. Parts and components which have utility only on or in connection with the operation of boats or vessels;
  9. Animals;
  10. Technical hospital and medical supplies (except narcotics) and equipment. The term "technical" shall be construed to mean only items peculiar to hospital or medical use. Excess common-use or general-purpose items, including microscopes, glassware, blankets, and beds, even though located in hospitals, laboratories, or medical depots, shall be reported;
  11. Sand, gravel, and stone quarried products;
  12. Standing timber and undressed logs;
  13. Property determined by competent authority to be classified for reasons of national security;
  14. Fuel oil resulting from stripping of vessels in preparation for lay-up by the Federal Maritime Administration, Department of Commerce;
  15. Components, parts, and accessories peculiar and applicable only to naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines;
  16. Parts for locomotives;
  17. Motor vehicles that qualify for replacement under replacement standards provided in GSA Reg. 1-III-203.00;
  18. Typewriters that qualify for replacement under replacement standards provided in GSA Reg. 1-III-203.00;

19. Materials handling equipment which was manufactured 10 years or more prior to the date such equipment is determined to be excess;
20. All automotive parts in other than N-1, N-2, or E-1 condition and all automotive parts which are peculiar to models manufactured six or more years prior to the date such parts are determined to be excess;
21. All automotive parts peculiar to vehicles not required by Administration regulations to be reported;
22. All construction equipment parts in other than N-1, N-2, or E-1 condition and all parts which are peculiar to construction equipment manufactured 10 years or more prior to the date such parts are determined to be excess;
23. All materials handling equipment parts in other than N-1, N-2, or E-1 condition and all parts which are suitable for use only on materials handling equipment, including both warehouse and yards equipment, manufactured 10 years or more prior to the date such parts are determined to be excess;
24. Parts and components for electronic equipment;
25. Aircraft parts and components in the custody of civilian agencies;
26. Harness and other horse equipment;
27. Blank forms peculiar to the Department of Defense;
28. Forage;
29. Field ranges and stoves peculiar to military operations;
30. "Weasel," "Water Buffalo," and "Half-track" type automotive equipment;
31. Special mobile equipment of the Department of Defense of the following types: showers, bakeries, laundries, and refrigeration chambers;
32. Cartridge belts and ammunitions carriers;
33. Scabbards;
34. Canvas protective coverings for firearms and other military type items. (This does not include tarpaulins.);

35. Bridge pontoons and their supporting accessories and equipment;
36. Military type headwear, leggings, Navy blue jacket jumpers, and impregnated protective clothing; and
37. Antiaircraft searchlights and all parts and components thereof.

302.03 Modifications.

- a. Narcotics. Excess opium and opium derivatives regardless of condition shall be reported by the holding agency to the Administration in accordance with Emergency Procurement Regulation No. 1, as supplemented. All other excess narcotic drugs and such excess opium and opium derivatives as have been rejected as strategic and critical material for stockpile purposes under Emergency Procurement Regulation No. 1, may be determined to be surplus by the holding agency without reporting as excess, after such agency has complied with the utilization requirements of subsections 101.03 of this Chapter and 301.08 of this Part.
- b. Reserved Materials. Excess reserved materials shall be reported to the Atomic Energy Commission, Washington 25, D. C., in accordance with applicable regulations issued by the Atomic Energy Commission (see 10 CFR, 1949 ed., Part 40, as amended).
- c. Printing, Binding, and Blank Book Equipment and Supplies. Excess machinery, equipment, material, and supplies for printing, binding, and blank book work should be reported to the Public Printer for possible transfer, as provided in subsection 303.06 of this Part, prior to reporting to the Administration.
- d. Intangible Property. Excess intangible property shall be reported to the Administration, Washington 25, D. C., and shall not be transferred or disposed of without prior approval of the Administration. Bonds, notes, or other securities authorized to be disposed of by the Secretary of the Treasury under section 5 of the Act of April 3, 1945 (59 Stat. 48; 31 U.S.C. 741a), in the event that such security shall be deemed to be excess intangible property, shall not be reported to the Administration.
- e. Contractor Inventory. Reports of excess contractor inventory shall be reported in accordance with section 304.00 of this Part.

302.04 Withdrawals. Subject to the approval of the Administration, or when in the interest of national security, reports of excess property may be withdrawn or corrected by the reporting agency at any time prior to transfer to another Federal agency or disposal. (See instructions in Exhibit 7a, Appendix A.) Request for withdrawals or notices of correction should be addressed to the Administration regional office to which the report of excess property was forwarded.

<u>Fair Value Code</u>	<u>Explanation</u>	<u>Percentage of original or estimated acquisition cost</u>
C	Personal property requiring minor repairs, to put into usable condition, whether used or unused; and property somewhat below the condition outlined in Fair Value Code B above. In general, this would include property that would qualify for the following condition codes:  N-3 New - Fair N-4 New - Poor E-2 Used - Reconditioned - Good O-2 Used - Usable Without Repairs - Good R-1 Used - Repairs Required - Excellent	20%
D	Personal property requiring major repairs, conversion, or rehabilitation, and all other items which through deterioration, obsolescence, or other factors do not fall within Fair Value Codes A, B, or C. In general, this would include property that qualifies for the following condition codes:  E-3 Used - Reconditioned - Fair E-4 Used - Reconditioned - Poor O-3 Used - Usable Without Repairs - Fair O-4 Used - Usable Without Repairs - Poor R-2 Used - Repairs Required - Good R-3 Used - Repairs Required - Fair R-4 Used - Repairs Required - Poor X Salvage Scrap	0% (No Charge)

- c. In determining fair value pursuant to the formula in paragraph b. above, where doubt arises as to which fair value code applies to an item, preference should be given to that fair value code which will facilitate and encourage maximum utilization by other Federal agencies. Where application of the above formula will not achieve the intended purpose because of special circumstances or the peculiar nature of the property, the holding agency may use other criteria for arriving at fair value if approved or directed by the Administration. Where circumstances warrant, and the agencies concerned agree thereto, fair value prices higher than those arrived at by use of the formula specified in paragraph b. above may be used.
- d. Disagreement between agencies as to the fair value shall be referred for final determination to the Administration Regional Director for the region in which the property is located, or his designated representative.

303.04 Transfer for Redistribution.

- a. Any organizational unit of the Administration authorized to perform redistribution functions is authorized to make necessary arrangements for the transfer to it for redistribution of available excess property in the custody of any Federal agency.
- b. Items reported as excess and determined by the Administration to be suitable for redistribution within the Federal Government may be taken into physical custody by the Administration and redistributed through an authorized organizational unit or, when notified, shall be retained by the holding agency until such time as redistribution is directed by the Administration.
- c. Items which are identical to, or can be substituted for types listed in the Administration Stores Stock Catalog shall be supplied to agencies through the stores program of the Administration at prices to be determined by the Administration.
- d. To assure maximum redistribution of items available from excess, the Administration may require from time to time that all orders for such items be forwarded to an Administration regional office until excess stocks are exhausted.
- e. Transfers of excess property for redistribution shall be made without reimbursement representing fair value. Where such property was acquired by use of reimbursable funds or appropriations, the net proceeds of the transfer, as determined by the redistributing agency, shall be paid or credited to the transferring agency, when redistribution occurs or prior thereto, as determined by the redistributing agency. Where the agency which determined the property to be excess deems it uneconomical or impracticable to ascertain the amount of net proceeds, such proceeds shall be credited to miscellaneous receipts.

303.05 Procedure for Effecting Transfers.

- a. Submission of Purchase Orders. Agencies desiring excess items not covered by subsection 303.06 below shall forward four copies of purchase orders for approval to the appropriate Administration regional office (Exhibit 2, Appendix C).
- b. Information on Purchase Orders. Purchase orders shall show, where such information is available, the number of the applicable report or circular on which the property is listed as excess, the name of the holding agency, location of property, the item numbers and property desired, the acquisition cost, the fair value unit price, and total amount.



- c. Approval of Orders. In approving purchase orders, the Administration will take into consideration national defense requirements, emergent needs, equitable distribution, transportation costs, and other appropriate factors. If there are no other compelling factors, purchase orders will be approved on a "first come, first served" basis.
- d. Distribution of Orders. A copy of each approved or disapproved purchase order will be returned to the ordering agency by the Administration regional office with appropriate notation. Two copies of approved orders will be appropriately noted and transmitted by the Administration regional office to the holding agency for transfer action. Billing by the holding agency shall be accomplished in accordance with section 305.00 of this Part.
- e. Without Reimbursement. Purchase orders specifying transfers without reimbursement for fair value shall cite the authority therefor.

303.06 Transfers of Excess Property Not Required to be Reported. Unless otherwise directed by the Administration, each agency may transfer direct to other Federal agencies excess property not required to be reported under section 302.00 of this Part: Provided, That a copy of the document effecting the transfer shall be submitted to the appropriate Administration regional office immediately following the transfer.

Reimbursement of fair value for property so transferred shall be as prescribed by subsection 303.03 above.

Transfers without reimbursement made under the authority of subsection 303.03 above must be approved by the Administration when required by that subsection.

INSTRUCTIONS FOR PREPARING STANDARD FORM 120

GENERAL

Standard Form 120 and when continuation sheets are necessary, Standard Form 120a shall be used to report excess personal property in accordance with GSA Reg. 1-III-302.00 and to make amendment or withdrawal of prior reports.

Reports shall be confined to property at one location constituting a single commodity group, as defined in detailed instructions below. Typewriters, contractor inventory, reimbursable property, and nonreimbursable property shall not be included on the same report but shall be the subject of separate reports. Separate reports shall be submitted also for each of the types specified in item 4 of Standard Form 120.

Legal restrictions (including patent) on the power of the holding agency to dispose of property being reported excess shall be fully explained in the listing of such items.

Reports shall be submitted in four copies.

DETAILED

No. of Pages. Enter here total number of pages in the report.

1. Report Number. Insert the serial number of the report and any other identifying number or symbol the reporting agency may desire. If the report is an amendment or withdrawal of a prior report, the prior report number shall be entered, followed by the letter (a), (b), or (c), etc., to identify the respective successive reports amended and withdrawn.
2. Date Mailed. Insert the date the report is to be mailed (not date on which prepared).
3. Total Cost. Insert the sum of all amounts shown in column (h) of the property listing except that, when reporting an adjustment or withdrawal of a prior report, the net amount by which the "Total Cost" of the prior report is increased or decreased shall be entered, followed, respectively, by the letters "Inc." or "Dec.".
4. Type of Report. Indicate the type of report by inserting an "X" in the appropriate box. If the report is a correction or a withdrawal of a prior report, enter the number and date of mailing of such prior report in box 4A. In preparing such reports observe the following:
  - a. If the report amends a prior report, each line item amended shall be identified by repeating in column (a) the item number on the initial report, and in column (b) the stock number and a brief description adequate to identify the property. Where changes are being reported in condition code, unit, acquisition cost, or fair value, complete and correct information shall be entered in columns (c) through (j). These corrections shall be substituted for original entries on the initial report.

- b. If the report constitutes a partial withdrawal of a prior report, each line item affected shall be identified by repeating in column (a) the item number on the initial report, and in column (b) the stock number, if a stock number was provided in the initial report, and a brief description adequate to identify the property for which withdrawal is requested. The number of units being withdrawn shall be shown in column (f) and the amount by which the total cost of the prior report is decreased in columns (g) and (h).
  - c. If the report withdraws in total a prior report, the word "with-drawn" should be written across columns (a) through (j).
  - d. For withdrawals, the amount by which the "Total Cost" of the prior report is decreased by the withdrawing report shall be entered in box 3 as a "Dec." amount. On a correcting report, the correct total shall be entered in box 3.
5. To. Enter name and address of the executive agency and office to which the report is to be made.
  6. From. Enter the name and address of the Federal agency or department, and bureau, office, or other subdivision making the report.
  7. Location of Property. Give the warehouse, building, or other specific location and the address at which the property is located.
  8. Custodian. Enter name, address, and telephone number of the custodian of the property. If the property is in the custody of another agency, enter also the name of such agency.
  9. Rail Carrier. Indicate by "X" in appropriate box whether location is served by rail carrier. If so, enter name of carrier. Any clear, commonly understood abbreviation may be used.
  10. Further Information Contact. Enter name, title, address, and telephone number of the person who may be contacted for further information about the property.
  11. Send Purchase Orders To. Give name, address, and telephone number of the person, or office, to whom purchase orders are to be sent.
  12. Location to Be Abandoned. If the property is at a location to be abandoned give date for such abandonment. If located on excess realty indicate such fact by an "X" in the square.
  13. Reimbursable. Indicate by "X" in appropriate box whether the property is or is not reimbursable and, if reimbursable, enter the appropriation symbol and title or the name and address of the Government corporation to receive the net proceeds from disposition.
  14. Contractor Inventory. Indicate whether the property is or is not contractor inventory.
  15. Report Approved By. Type the name and title of the person authorized to approve the report by signature on the original copy.

EQUIPMENT FEATURES ANALYSIS CHART							
TYPE OF EQUIPMENT	MAKE AND MODEL						
Adding Machine							
ACTIVITY							
Totalling Daily Impressions in Duplicating Shop							
DATE OF ANALYSIS							
1-7-55							
ANALYZED BY							
A.B. See							
FEATURES	Burroughs 8-08-01	Burroughs 9-08-01	Burroughs 9-08-53	Victor 531	Victor 531-S-12	Victor 531-12	
<b>Required</b>							
Capacity - Digits in listing-5	8	8	8	7	7	7	
" " " total-7	8	8	8	7	7	7	
Mathematics - Add	✓	✓	✓	✓	✓	✓	
" - Subtotal	✓	✓	✓	✓	✓	✓	
" - Repeat	✓	✓	✓	✓	✓	✓	
Keyboard - Fullbank (Mul-0)	✓	✓	✓	✓	✓	✓	
Ribbon-1 color black	✓	✓	✓	✓	✓	✓	
Carriage - Tape	✓	✓	✓	✓	✓	✓	
Drive - Motor	X	X	✓	X	✓	✓	
Error - Clear all	✓	✓	✓	✓	✓	✓	
<b>Additional</b>							
Direct subtract	X	✓	✓	X	✓	✓	
Non add	X	✓	✓	✓	✓	✓	
Credit balance	X	X	✓	X	X	X	
Negative totals	X	X	✓	X	X	X	
COST	\$ 129	175	280	81	153	133	

SAMPLE

Lowest price - All required features  
This machine was selected for the operation

Exhibit 23, Appendix C  
GSA Reg. 1-111-201.07

STATINTL

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